Applicant Check List

☐ Create a complete Online Employment System (OES) profile including contact information, education, experience, references and work preferences. Note: A completed profile does not mean you have submitted an application.

☐ Print and review your application via OES (for jobs that are not eligible for online submission).

Search and Apply for Jobs

   ☐ Search and apply online via OES for jobs that you are qualified for (per the job announcement qualifications).

   ☐ Search for jobs you are qualified for (per the job announcement qualifications) through our Employment Guide or our Employment Announcements on the State Personnel Department (SPD) website.

   ☐ Submit an application for each job (not eligible for online submission) you wish to apply for via mail, fax or in person at SPD.

☐ Wait for test/exam notification from SPD (if required in the job announcement).

   While you wait, we are busy

   ✓ Processing your application
   ✓ Scheduling a test/exam (this can take up to several months depending on the job requirements) if applicable
   ✓ Mailing an Experience Record Questionnaire for you to complete if applicable
   ✓ Reviewing your application based on Training and Experience if applicable

☐ Review the How to Prepare Guide and locate a testing site to take the test/exam or complete the Experience Record Questionnaire if notified.

☐ Wait for testing results and read the application process.

   While you wait, we are busy

   ✓ Processing your test/exam/questionnaire
   ✓ Banding the test scores. This is a statistical procedure that groups/bands applicants based on their scores. Groups/bands can be very large or very small dependent on the applicants
   ✓ Mailing your current standing/test scores about four weeks after the test is administered

☐ Wait for a State Agency to contact you regarding a job. SPD does not fill agency job vacancies.

Please see Frequently Asked Questions for more information